Last updated: 2026-04-03

Version: Sunflower CSP 5

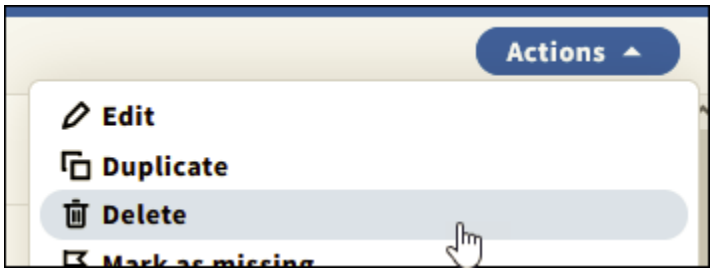
Delete a record in Inventory

- How to delete Holdings and Item records in Inventory
- How to mark Instance records for deletion

Steps

Item delete

- In the 3rd pane of the Inventory Instance record, select the holdings record to display its linked items
- Click on the hyperlinked barcode to view the full item record
- Select **Actions** and **Delete**



- If there are no dependencies on the item you will be prompted to confirm the deletion. Select **Delete** again to delete the item
    - If there are active dependencies on the item, the confirmation window will describe the situation and you will not be able to proceed

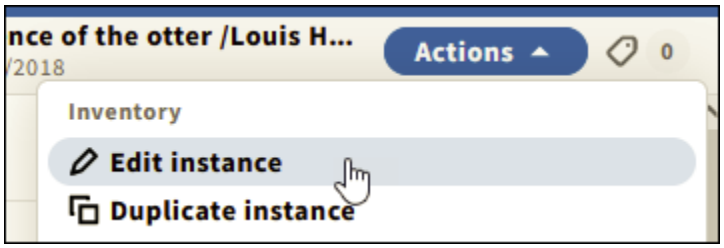
Holdings delete

- In the 3rd pane of the Inventory Instance record, select **View Holdings** for the holdings record you wish to delete
- Select Actions and Delete

- If there are no dependencies on the holdings (like item records attached to the holdings) you will be prompted to confirm the deletion. Select **Delete** again to delete the holdings
    - If there are active dependencies on the item, the confirmation window will describe the situation and you will not be able to proceed

Instance marked for deletion

- In the 3rd pane of the Inventory Instance record, select **Actions** and **Edit instance**



- *Only proceed with suppressing and tagging an Instance for deletion if there are **no** linked holdings records. FOLIO does not have any built-in validation around this activity and you could cause instability in our database if you leave a linked holdings record.*
- In the **Administrative data** accordion, check the checkboxes for both **Suppress from discovery** and **Staff suppress**

    - **Suppress from discovery** means that the title will no longer show up in EDS
    - **Staff suppress** means that the title will no longer show up in searches within FOLIO Inventory for staff with Inventory 1 permissions
- Select **Add statistical code** and choose the **DELETE** code in the dropdown that appears

- Select **Save and close** to finish marking the record for deletion. The record will still exist for some time in Inventory and MARC (if applicable) storage, but it will not show up in searches within EDS, and will not show up in FOLIO for those with Inventory 1 permissions. The statistical code marks the record for deletion at a later point via API.